

Professional and Managerial Branch
Miscellaneous Professional Group
Energy Management Series

ENERGY MANAGER

8/02 (AM)

General Purpose

Under general direction, establish and coordinate citywide energy efficiency initiatives.

Typical Duties:

Plan, design, develop, implement, oversee and evaluate programs to optimize economical utilization and resource conservation of power that will satisfy diverse facilities operations environmental requirements. Involves: Research applicability of developments in technologies related to alternative energy sources, lighting, air and water heating and cooling, ventilation and air conditioning, building thermal envelopes, building control systems and pollutant emission abatement. Assess feasibility of new installation or retrofit projects to improve energy efficiency, which includes analyzing timing, costs and benefits of allied City or contracted engineering and construction, equipment acquisitions and utility alternatives, and recommend suitable options. Set long and short-range goals and monitor progress of adopted improvement plans, and formulate and enforce energy usage policies, methods and standards, which includes auditing and analyzing consumption statistics to detect and correct anomalous patterns and trends. Review technical plans, inspect work in process and confer with engineers, architects, construction project managers and other functionally accountable City or vendor personnel to ensure compliance with applicable local, state and federal regulations, and adherence to grant and contract provisions.

Promote and educate City management and employees in effective energy savings methods. Involves: Act as principal City liaison to regulatory and funding agencies, and represent the City at hearings or public meetings which includes delivering testimony or presentations regarding program activities and technical issues. Confer with City management and facilities users on energy and environmental needs and conservation suggestions, or to investigate and resolve complaints. Arrange for or personally engage in preparation, production and distribution of informational and instructional materials in various media formats. Conduct energy efficiency awareness and technical training.

Perform program administration functions as delegated. Involves: Seek, identify and apply for private and public sector grants associated with energy conservation by working with City grants personnel. Prepare annual budget which includes estimating and reporting performance results, and requesting program and capital improvements. Monitor and account for expenditures of funds and use of physical resources provided, and justify requests for adjustments. Write requests for qualifications or proposals and bid specifications. Participate in selection of product suppliers and service contractors. Write correspondence and recurring or special analytical reports on program activities, and maintain required related records.

Perform related incidental professional analytical and administrative duties contributing to the realization of City and department goals as required. Involves: Substitute, as qualified, for coworkers or supervisor during temporary absences by carrying out specifically delegated functions to maintain continuity of normal services. Assist in management of various projects as assigned. Serve on ad hoc committees. Participate in special projects as assigned.

Knowledge, Skills and Abilities

- Considerable knowledge of energy and natural resource conservation principals and methods.
- Considerable knowledge of energy efficiency and energy management programs.
- Considerable knowledge of air and water heating and cooling, ventilation, air conditioning, lighting, and commercial building construction equipment, practices and codes.
- Good knowledge of project planning, budgeting and administration techniques and procedures.
- Ability to conduct energy audits and analyze statistics.
- Ability to prepare bid specifications.
- Ability to express oneself clearly, concisely, both orally and in writing, to prepare and present proposals, analyses, reports, correspondence and records that accurately and completely explain and make recommendations on complex energy related issues, including to those unfamiliar with the subject matter.
- Ability to establish and maintain effective working relationships with co-workers, City management, regulatory and funding agencies, and the public.
- Skill in the safe operation and care of a personal computer, and generic and specialized software.
- Skill in the safe operation and care of a motor vehicle

Other Job Characteristics

- Occasional driving through City traffic.
- Work beyond standard hours of work as necessary.

Minimum Qualifications

Education and Experience: Equivalent to the combination of an accredited Bachelor's Degree in Energy Management, or Mechanical or Electrical Engineering, or Architecture, or Physics, or a related field, and four (4) years of increasingly responsible professional experience administering an energy-savings plan, monitoring and inspecting energy usage, or energy engineering.

Licenses and Certificates: Texas Class "C" Driver's License or equivalent issued by another state.

Human Resources Director

Department Head

OFFICIAL